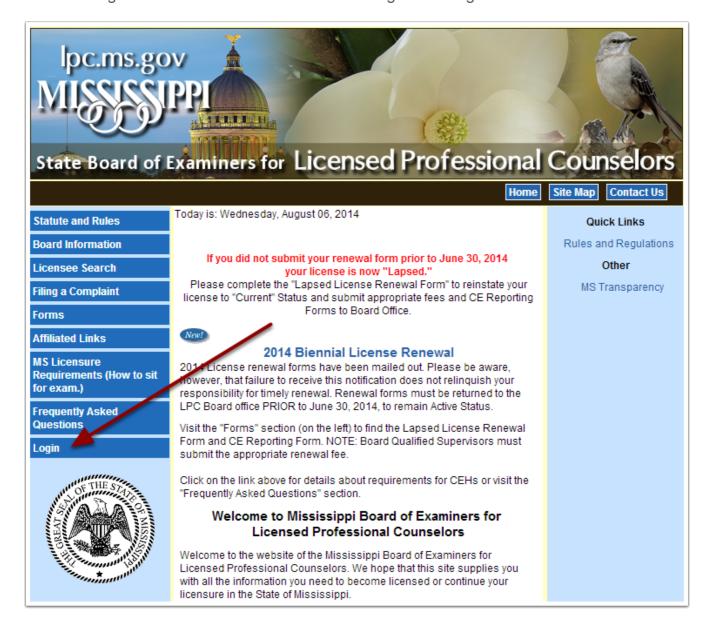
#### LPC Profile Management - Login Step 1

Web site URL http://www.lpc.ms.gov/

Click the Login button at the bottom of the menu to go to the login screen.

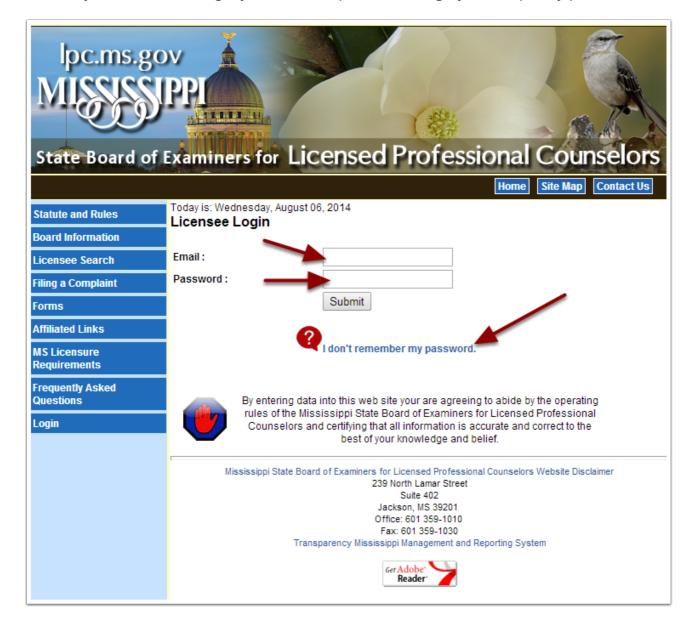


#### LPC Profile Management - Login Step 2

Enter your email address and password.

If you don't remember your password click the I don't remember my password link. You will then enter your email address and your password will be emailed to you.

If this is your first time to login you will be required to change your temporary password.



#### **LPC Profile Management - Profile Overview**

When you login you will be taken to your profile. Your profile shows your information that is stored in the LPC system.

- There are certain fields that you can use to update your information. (example: Home and Business Address, Phone Numbers, Email, Password)
- If you have met all the requirement for online renewal you can renew your license and pay your fees online.
- You can also add your picture to your profile.

The following screens will show you how to use your profile.



### **LPC Profile Management - Profile Detail #1**

In the upper right corner of your profile is the Save Changes, Logout and, if you've meet all requirements, the Renew License buttons.

If you have not met all requirements for renewal, in place of the Renew License button will be a note stating what you still need to do.

In this area there is also the place where you can update your password.



#### LPC Profile Management - Profile - Add Picture

To add or update a picture to your profile, click the button below the picture and choose the picture image.

This image should be a passport style picture, about 200 px wide and no more than 500Kb (.5Mb) in size.

Pictures larger than this will not be allow to upload.

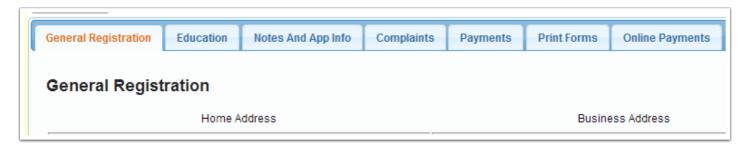
Once you have selected the picture, click the Save Changes button and your picture will be uploaded and saved to your profile.



### **LPC Profile Management - Profile - Tabs**

About the middle of the screen is a row of tabs that contain groups of information. When you click on one of these tabs you will see your information for that area.

The tabs Complaints and Payments are informational only. The Online Payments tab alows you to pay certain fees online.

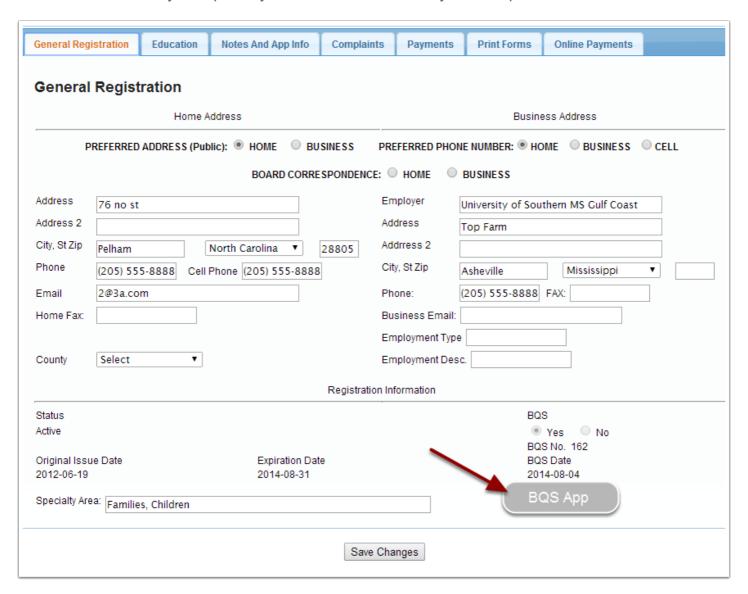


#### LPC Profile Management - Profile - Tabs - General Registration

The General Registration tab contains your home and business address, your phone numbers and email addresses. You can use this tab to update this information as it changes.

Below the contact section is shown your current license status, original issue date, current expiration date and BQS status. If any of this information needs to be update you must contact the LPC Board. If you are eligible to become a board qualified supervisor, below the BQS info will be the BQS Application button to fill out the application online.

Below that section is your Specialty Area information which you can update.

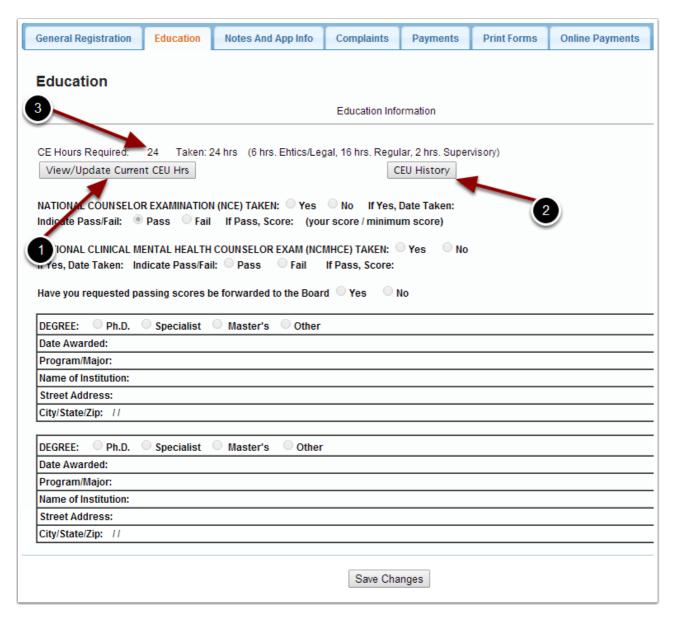


#### LPC Profile Management - Profile - Tabs - Education

On the Education tab your education information is displayed. You cannot update this information on this page. If changes need to be made please contact the LPC Board.

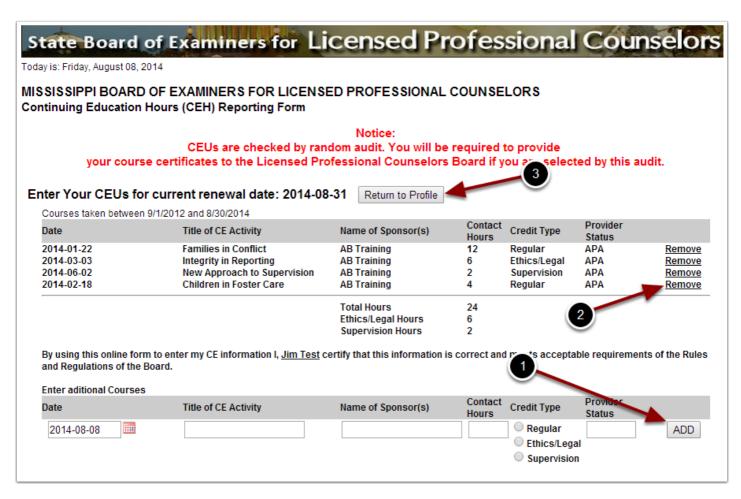
An important function on the tab is the reporting of your CEU hrs. You may report your hours as you take classes or wait and report all hrs at renewal time. To report hours simply click the View/Update Current CEU Hrs button. This will show **only** your CEU classes that apply to the current renewal period. To see a history of classes taken for previous renewals click the CEU History button.

Just above the View/Update button you can see the hours required to renew and a summary of what you have reported.



#### LPC Profile Management - Profile - Reporting CEUs

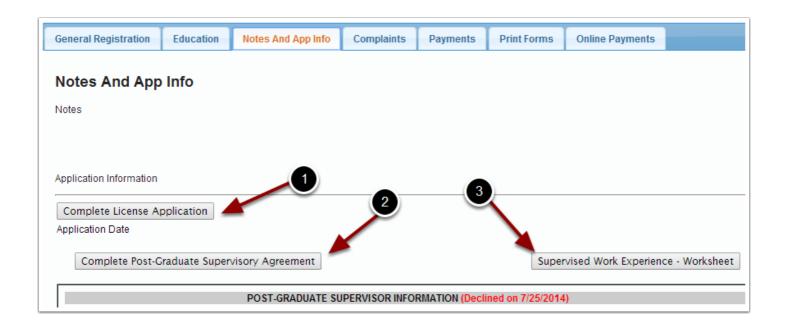
The classes that you have reported will show in the middle of the screen. At the bottom of the screen you may enter new classes. Enter the information for the class and click the ADD button. The class will appear in the top list. If you make a mistake in entering a class click the word Remove to the right of the class and then reenter the class. When you have finish entering classes click the Return to Profile button.



## **LPC Profile Management - Profile - Tabs - Notes and Application Info**

This tab will show the notes in your file and the information that you entered if you used the online application process. If you are still in the process of becoming licensed you can also see your Supervised Work Experience.

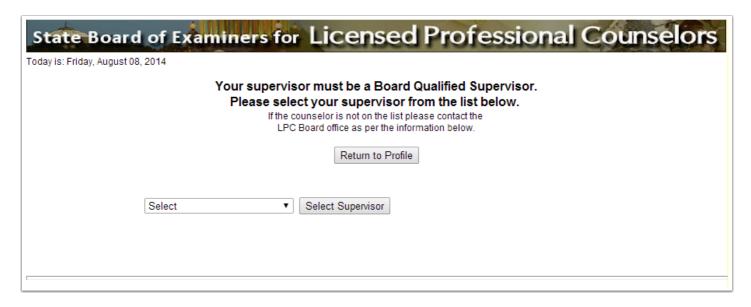
- 1. If you created you profile using the online Post-Graduate form, when it's time to complete the full application you may do that by clicking the Complete License Application button.
- 2. If you created you profile using the online Post-Graduate form, you may report your supervisor and complete the Post-Graduate Supervisory Agreement by clicking the Complete Post-Graduate Supervisory Agreement button.
- 3. You may see the current reporting that has been done on your work experience by clicking the Supervised Work Experience Worksheet button
- 4. If you are a board qualified supervisor (BQS) this tab will show those you have agreed to supervise.



# LPC Profile Management - Profile - Tabs - Post-Graduate Supervisor Agreement - Supervisee - Step 1

When you click the Post-Graduate Supervisory Agreement button on your profile, you will be taken to the screen below. Here you will select the counselor that has agreed to be your supervisor. After you finish the next screen this counselor will receive an email ask them to concur or deny the agreement.

The dropdown list will show all counselors that are board qualified.



# LPC Profile Management - Profile - Tabs - Post-Graduate Supervisor Agreement - Supervisee - Step 2

Fill out the form below to complete your part of the agreement process.

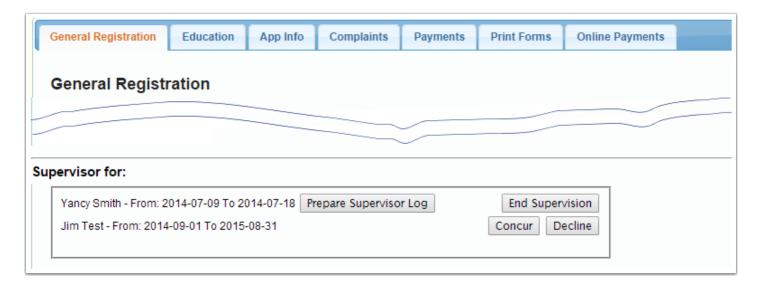
You must check the box that says I affirm.

INFORMA	ATION RELATED TO SUPERVISED EXPERIENCE
ame of organization or agency where experience will b	De gained (Complete separate form for each setting):
ddress of organization or agency:	Mississippi ▼
Address	City State Zip
Following ta	able contains the ANTICIPATED dates and hours.
Start Date:	End Date:
Start Date:	Elid Date:
Total Hours Per Week:	Direct Contact Hours Per Week:
ndividual Supervision Per Week:	Group Supervision Per Week:
	SUPERVISEE AFFIRMATION
<ul> <li>That I have read the Board Rules &amp; Regulations re accordance with the Board Rules &amp; Regulations.</li> <li>That I will meet with my supervisor at least one hou</li> <li>That I will abide by all rules of the Board, including</li> </ul>	ense of a Mississippi Board Qualified Supervisor, and I do not have authority to engage in t pement is terminated. my supervisor is a Board Qualified Supervisor.

### LPC Profile Management - Profile - Tabs - Notes and Application Info - Supervisor

BQS counselors will see a list of those that they are supervising and those who have requested them as a supervisor.

- 1. Once you have concured, you will be able to fillout the Supervisor Reporting Log online.
- 2. When you have completed the supervision you click the End Supervision button to remove that person from your profile.
- 3. When a person fills out the Post-Graduate Agreement online their information will show for you to either concur or decline. If you click concur you will be taken to the Supervisor Affirmation page to check the affirmation box.



### **LPC Profile Management - Profile - Supervision Reporting Log**

	S U P	PER	V I S	TON	R E	POR	TIN	G L	0 G	
				Direct ar	d Indirect	Services				
Supervisor: Darlys J. Alford						Supervisee: Yancy William Smith				
Place of Emp	loyment/Inte	rnship: Ho	me Grown	ldeas						
Categories inc ASSESS=Asse		onsultation;	CN=Case No	tes; ST=Staff		se Managemer Hours e.g. 1,		ment Plannin	g; COUN=Co	unseling;
Dates Week of:	CON	CN	ST	СМ	TP	Coun (Group or Individual)	ASSESS	Total Supervised Hours	Individual Supervision Hours	Group Supervisio
				Add		Return to Profile	•			
		T	T			us Weeks		Total	Individual	
Dates Week of:	CON	CN	ST				ASSESS	Total Supervised Hours	Individual Supervision Hours	Group Supervision
Week of:	CON	CN 0		Reports fr	om Previo	Coun (Group or		Supervised	Supervision	
Week of: 2014-08-04	1		ST	Reports fr	om Previo	Coun (Group or Individual)	ASSESS	Supervised Hours	Supervision Hours	Supervision
Week of: 2014-08-04 2014-07-21	0	0	ST 0	Reports fr	om Previo	Coun (Group or Individual)	ASSESS 0	Supervised Hours	Supervision Hours	Supervisio 0
Week of: 2014-08-04 2014-07-21 2014-07-14	0 10	0 4	ST 0 7	Reports fr	TP 0 9	Coun (Group or Individual)	ASSESS 0 6	Supervised Hours 35 40	Supervision Hours 0 10	Supervision 0 15
Week of: 2014-08-04 2014-07-21 2014-07-14 2014-07-07	0 10 10	0 4 4	5T 0 7 7	Reports fr CM 25 3	TP 0 9	Coun (Group or Individual)	ASSESS 0 6	Supervised Hours 35 40 40	Supervision Hours 0 10 10	0 15 15
	0 10 10	0 4 4 4	5T 0 7 7 7	Reports fr CM 25 3 3	TP 0 9 9	Coun (Group or Individual)  0  6  6	ASSESS 0 6 6	Supervised Hours 35 40 40 40	Supervision Hours  0  10  10  10	0 15 15 15

#### LPC Profile Management - Profile - Supervisor Affirmation

oday is: Friday, August 08, 2014 Jim Henry Test has indicated that you have agreed to be their supervisor until their training is completed. They have entered an anticipated start date of 2014-09-01 and an anticipated complete date of 2015-08-31 If you concur you must check the I affirm box and then click the Yes button below. SUPERVISOR AFFIRMATION I, as the Mississippi Board Qualified Supervisor of the above named supervisee, affirm that all information provided by me on my profile is true and accurate, and I affirm the following: . That all supervised experience will be completed in accordance with Board Rule 4.3(A) of the Rules and Regulations related to supervised experience and all subsequent Board rules. That I will provide supervision to the above named supervisee at least one hour for each 25 hours or standard work-week of documented experience. That I understand the full professional responsibility for services provided by the supervisee shall rest with the supervisor. · That I understand that the supervisee cannot engage in the independent practice of counseling until he or she obtains a professional license. That I understand the supervisory arrangement is only valid while my license remains current. That I will notify the Board if the supervisory arrangement is terminated. That I will keep my supervisor status current and that it is my responsibility to inform the supervisee should my supervisor status

> Later If you click Yes, the LPC Board will receive an email notifying them that you concur with this request.

Decline

#### LPC Profile Management - Profile - Tabs - Print Forms

Yes

If you have applied online, this tabs provides Forms A - E with your information prepopulated.

